

Job Opportunity Notice

Position:	Redistricting Project Manager – Time limited, two-year position
Salary:	\$50,123 to \$58,968 annually
Benefits:	Position receives state benefits, including health care
Location:	Jefferson City, MO
Application Deadline:	January 8, 2010

Job Description

The Office of Administration is accepting applications to fill the position of project manager within the Division of Budget and Planning's Redistricting Office. The Office will support two redistricting commissions charged with redrawing state house and senate districts. This is an exciting opportunity for a self-motivated professional to manage and provide leadership in the day-to-day operations of the Redistricting Office. Applicants must be reliable and able to work extended and non-traditional hours in order to meet project deadlines. This unclassified position will assist with selecting, training, and directing staff; will organize meetings, training sessions, and public hearings; and will interact with the redistricting commission. The selected individual must be non-partisan and able to maintain political neutrality throughout the redistricting process.

Desired Knowledge, Skills, and Abilities

The candidate should:

- Possess excellent communication skills;
- Be an analytical thinker able to anticipate issues and guide office practices so as to minimize crisis and maximize productivity;
- Delegate effectively and motivate team members to achieve on-time project completion;
- Be well-organized and detail-oriented;
- Take initiative with minimal guidance;
- Be able to build rapport with staff and commission members; and
- Have familiarity with the State's Open Meeting requirements.

Computer skills should include: MS Word, Excel, PowerPoint, and Internet research. Familiarity with MS Access and geographic information systems is preferred.

Qualifications

Candidates should have:

- A Bachelor's degree from an accredited college or university. An advanced degree is preferred.

AND

- Five or more years of professional experience in an occupation where the desired knowledge, skills, and abilities were demonstrated. Missouri State government experience is preferred.

To Apply:

Submit an introductory cover letter, resume, and college transcript to:

OA Division of Budget and Planning
P.O. Box 809
Jefferson City, MO 65102

Attention: Matt

Or, email to: BPrecruitment@oa.mo.gov

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